

SMC and You

Student Handbook

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MIERN MISSIONARY COLLEGE

Collegedale, Tennessee

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“The civil power is the power of arbitrary force to compel men who will not be righteous, to at least be civil, that men may live together, in peace and quietness. The true power of the church is the power of divine love manifest in the flesh, to win men to lead righteous lives.”

—ELLEN G. WHITE

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This is SMC

Since "no two nobodies, and no two nothin's" were ever exactly alike, it is too much to expect that any "nobody" will be perfectly happy with everything that is spelled out in this handbook.

When approximately thirteen hundred students converge on a campus; however, they have a right to know what they may expect of the college, and the college has a right to let the students know what is expected of them. That is the purpose of this handbook.

SMC, however, is caring about someone else, caring for his happiness and advancement, caring for his preparation for a life of usefulness, rather than a series of regulations.

The more that the true spirit of SMC is in the mind and heart of its students, the less need there will be to refer to the regulations of this book.

In this mixed-up era of conformity, individuality, and anti-establishmentarianism with its recurrent demands for rights, it might not be amiss to remind one and all that the Seventh-day Adventist Church, which operates this college at great cost to its membership, has some rights also. It has the right to expect that those who come to SMC as students will present before the world the honest, kind, reasonable, and pure way of life which the world has come to expect of Seventh-day Adventists.

In the area of Christian brotherhood, SMC finds its convictions clearly expressed by a sister college: "Discrimination against any race, class, religion, or on the basis of family or economic background is out of order at (Southern Missionary College). Absolute fairness toward every student is an essential element of Christian liberal higher education as understood and practiced on this campus."—*PUC Student Handbook*, 17:2

Welcome to the campus! Join the club!

—This is SMC

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Life at SMC

The student and faculty committees which have prepared this revision of the student handbook for SMC have come to recognize certain areas of campus life as demanding clear and understandable boundaries of demarcation which define the "perimeter" of campus life at SMC.

RESIDENCE REQUIREMENT

All single students whose parents, close relatives, or legal guardians do not reside in the immediate vicinity, live in the residence halls. Any exceptions to this requirement may be made only by the Student Affairs Committee. Students who are offered free room and board by community residents and who show definite need may submit their requests to the Dean of Students for administrative action.

CAMPUS LEAVES

One of the main student concerns is to know how often and under what circumstances he may leave the campus of Southern Missionary College. The following statements apply:

1. All residence hall students leaving the campus under any circumstances will carry out the sign-out requirements as instituted by the dean and council of his respective residence hall.
2. Junior and senior students, and other students who are twenty years of age and older, may single date on campus leaves by arrangement with the Dean of Women and by filing with her the written consent of the parents of the young lady concerned.
3. Other students may double date or arrange for an approved chaperone or an extra young lady in the group, provided the trip is arranged with a dean of women.
4. Evening activities are limited to the campus after 6:50 p.m. in order to encourage use of the study hour. Occasional off-campus activities may be arranged for, however, by respective residence hall deans (or in the case of mixed groups, by a dean of women).
5. The women's residence hall generally closes at 10:30 p.m.

6. Late leaves may be arranged for on Saturday night until 11:30 p.m.
7. Later leaves for special events and approved concerts in nearby cities may be arranged for with the appropriate deans.
8. Sabbath campus leaves may include your taking part in religious services at neighboring churches as directed by the Division of Religion or by active MV bands. Such off-campus activity is in harmony with proper Sabbath observances; unnecessary trips are not. Students are expected to adhere to the motor vehicle and chaperonage policies as outlined elsewhere in this handbook.
9. A small group that may want to have a picnic on a week day or on a Sabbath must have a faculty chaperone or an approved adult chaperone.

OVERNIGHT AND WEEKEND LEAVES

1. Overnight or weekend leaves may be arranged on the average of once a month, excluding vacations, provided that appropriate arrangements have been made for class and work appointments.
2. Written requests for such leaves are filed with the residence hall dean at least 24 hours prior to departure time (excluding Sabbath hours).
3. It is urged that students plan their leaves to avoid traveling during the Sabbath hours.
4. Students should plan their weekend leaves so that they will be on campus to take advantage of the weeks of spiritual emphasis held in the fall and spring of the year.
5. Young women under 21 years of age will file written consent from their parents or guardians for all overnight leaves.
6. All students are required to file a written invitation from the host or hostess when visiting in private homes other than their own.
7. Weekend or overnight leaves of absence to the surrounding area will not ordinarily be granted, except to the student's own home.
8. Groups going to places other than the home or homes of students in the group will make specific arrangements with the residence hall deans. Such trips may include the campuses of colleges, academies, and hospitals. Invitations from host institutions are generally required as a matter of courtesy.

9. Couples may travel by public conveyance without chaperonage on weekend or vacation leaves unless an overnight stop is involved.
10. Overnight leaves are considered as regular weekend leaves.
11. Travel arrangements for overnight, weekend, or vacation leaves for mixed groups are in order if at least two women are included in the group and there are no overnight stops during the period of travel.

MOTOR VEHICLES

Most universities and colleges have a motor vehicle policy designed to protect the best interests of all concerned. SMC wishes to assist the student in keeping the automobile as a useful servant to his educational goals. The following regulations are designed to assist in this objective under present circumstances:

1. Unless 20 years of age or older, residence hall freshmen are not permitted to have, use, or park motor vehicles (including motorcycles) at the college or in the vicinity of the college.
2. During registration, all community students will register their motor vehicles with the Dean of Students and correctly display the required college-provided decal on the same day.
3. Residence hall students will register their vehicles within 48 hours of arrival with the residence hall dean who will assign a permanent parking space and provide a college decal to be correctly displayed by the student on the same day the car is registered. A parking fee for residence hall students of \$10.00 a semester, or any part of a semester, will be charged. A fee of \$5.00 is the charge for a summer session.
4. When not in approved use, the vehicle will be parked in the assigned parking space.
5. SMC can assume no responsibility for any consequences resulting from the lending or borrowing of motor vehicles by students.
6. All student vehicles will display current, legal license plates.
7. After due notice, inoperable vehicles may be removed from the campus at the owner's expense.

SOCIAL PATTERNS

It is the essence of Christian education that students' inner refinement will be reflected in outward deportment.

The acceptance and practice of the following codes will enhance Christian growth and development:

1. SMC students do not use alcoholic beverages, tobacco, narcotics, or non-prescribed drugs in any form. Neither do they participate in gambling, card playing, or dancing activities.
2. SMC students do not attend such commercial places of amusement and entertainment as the following: the dance hall, night-clubs, the theater, or the gambling-house.
3. SMC students are discriminating in attending only such places of public amusement as are above reproach. Specific evaluations of such may be asked of the Student Affairs Committee.
4. SMC students are scrupulously honest in all business transactions, in meeting academic requirements, and in their relationship to the property of others.
5. SMC students are discriminating in the choice of music, literature, and in the use of the spoken word. The cheap, sensual, prurient, obscene, and vulgar have the power to debase and, therefore, inhibit the development of a Christian character.
6. In dress and deportment SMC students have a reputation for being clean, intelligent-looking, and modest. They have not been noted for adopting extremes in dress and other aspects of fashion.
7. In their conduct SMC students are orderly, courteous, and considerate of others.

PATTERNS OF DRESS AND CONDUCT

Accepting the premise that manner of dress and other aspects of outward appearance tend to govern patterns of conduct, SMC has consistently urged the Christian standard of modesty in all aspects of the "outward man."

SMC recognizes that modesty is basically an attitude of mind which results in good taste and good form in appearance and behavior. It urges the values of true culture and Christian charm.

Dress should be appropriate to the occasion, activity, and time. Modesty is as much good carriage and deportment as it is one's selection of dress.

Although the Christian does not place undue importance on style nor support society's increasing tendency to squeeze everyone into its own fashion mold, he must for the sake of influence take cognizance of society's attitudes. Thus hair and dress styles which are currently

looked upon in this region as symbols of lawlessness and subversion are not appropriate at Southern Missionary College because of the personal and institutional image created by such.

Recognizing the general non-availability of ready-made articles of dress which meet SMC ideals, the college nevertheless sets forth the following basic standards:

For Men

1. Church wear generally involves coat and tie.
2. Dress on the non-recreational campus may be casual but must be neat, clean, and in good taste. (This would not include jeans, shorts, sleeveless shirts, T-shirts, or the wearing of shoes without socks.)
3. Excessively tight clothing is inappropriate; shirts of transparent material call for the wearing of an undergarment.
4. Shirts will be worn at all times in the gymnasium, on the tennis courts, ball fields, etc.
5. Beards are not approved at SMC.
6. Hair, sideburns, and mustaches must be neat and conservative.

For Young Women

1. Since it is difficult for a young woman to be modestly dressed in attire which is above the knee in hemline, sleeveless, low in neck-line, sheer in material, and/or form-fitting in style, it is expected that women students at SMC plan their wardrobes to avoid any of these aspects of fashion.
2. Regulation gym attire is to be worn in the gymnasium, on the playing fields of the college, and for courses in physical education. A covering skirt or coat will be worn to and from the gymnasium or playing fields. Dress instructions will be posted for college-sponsored picnics.
3. Slacks are not acceptable attire for young ladies in the classroom, the dining hall, and for general campus appointments. There are, however, places where the wearing of slacks is appropriate such as art labs, picnics—and other outdoor excursions, sports, recreational activities (other than P.E. courses), and traveling to and from these activities.

4. Formal attire will meet the standards of propriety set forth above. If a stole is worn with a strapless or sleeveless dress, it must be attached so as to be a part of the garment. Net or lace stoles, in this case, require a lining.

JEWELRY AND MAKE-UP

Southern Missionary College, as a Seventh-day Adventist institution of higher learning, has not modified its position regarding the wearing of jewelry, conspicuous make-up, and hair-coloring. Rings, necklaces, pendants, bracelets, lipstick, eye-shadow, etc., are considered part of that "outward adorning" which is deemed undesirable in a Seventh-day Adventist follower of Christ.

ESCORTING

On a co-educational campus, escorting at appropriate times and places is considered a normal and desirable part of the campus pattern of behavior. Escorting should always be in good taste and show due regard for the rights and interests of others.

It is the essence of true education for the student to be master of his social life and to keep the emotions subordinate to his total educational goals.

To protect escorting privileges, the following guidelines apply:

1. Young men may call at Thatcher Hall from 8:00 a.m. until 6:30 p.m. for escorting purposes, Sunday through Friday.
2. Loitering by escorts at Thatcher Hall, either inside or outside, is always out of order.
3. A young lady does not make social calls at Talge Hall.
4. Escorting and calling at Thatcher Hall are not approved during the evening study hours and during the Sabbath hours, unless by previous arrangement with a dean of women.
5. Thatcher Hall will be closed fifteen minutes after the termination of a regular on-campus Saturday night program, social, or recreational function.
6. Social activities open to all college students, as sponsored by the Student Association or Residence Hall Clubs, will terminate by 11:00 p.m.

7. Consideration for others will lead couples to conduct themselves in public places and on the campus in a manner not to draw undue attention to their behavior.
8. A recognized social period on campus is the time from 5:00 p.m. until 6:45 p.m. daily except Friday and Sabbath.
9. Whenever the student center is regularly open, it is available to students for general social and visiting purposes.

COURTSHIP AND MARRIAGE

It is recognized that increasingly the youth of the Seventh-day Adventist Church tend to find their life-time partners within the span of their college experience. Therefore, SMC recognizes the need to provide occasion and opportunity for the development of serious friendships on this campus and for a degree of Christian courtship leading to the sacred relationship of marriage.

At the same time SMC recognizes the continuing possibility of hasty marriages which have limited likelihood of success.

It is felt that the co-educational situation on this campus provides every reasonable opportunity for the development of wholesome friendships and associations which may lead to serious courtship and marriage. The escorting and campus-leave policies have been designed in harmony with these goals.

To discourage early or hasty marriages, permission to marry during the regular school year will not be granted. Exceptions to this policy must be arranged with the Dean of Students ordinarily prior to the fall semester.

RELIGIOUS LIFE

As a church-related college in which personal religion is emphasized, SMC has made provision for this vital part of your life. The splendid location of the college among the beauties of nature and the spiritual atmosphere engendered by devoted students and spiritually-minded staff members provide an incentive to each individual to find and maintain a personal connection with God through his own private devotions.

The daily worship services in the residence halls, the chapel services, the religious emphasis weeks, and the weekend church services provide for the spiritual growth of the students comprising the college community. Stu-

dents are expected to attend these services regularly. Failure to do so will jeopardize the student's current status and readmission privileges.

1. *Daily Worship* — Your spiritual growth is fostered through the medium of daily worship. In addition to the regular residence hall worships, you will learn to appreciate the other scheduled religious appointments. Among them are Friday evening vespers, Sabbath School, church services, and the sunset meditations on Sabbath evening.
2. *Sabbath Observance* — In accordance with the sacredness of the Sabbath, you as a member of the school family will want to engage in public worship, rest, and various Christian activities. Sabbath afternoon provides time for walks, reading religious books and periodicals, writing missionary letters, participating in group singing, visiting the sick and aged, and engaging in missionary service as sponsored by the Missionary Volunteer Society. As you become part of the SMC family, you will appreciate these activities more and more. Socializing by couples during the Sabbath hours is not accepted.
3. *Weeks of Religious Emphasis* — The Weeks of Religious Emphasis offer opportunity for special religious devotion. You will be given opportunity through the ministry of outstanding religious leaders for individual examination of your personal life, which in all probability will result in spiritual growth.
4. *Alone with God* — Busy days require moments of restful meditation. Take time to pray. Furthermore, take time to participate in voluntary prayer bands. It will mean much to you.
5. *Chapel* — Chapel is conducted twice a week, and you will find that this meeting is an integral part of the school program for students and faculty. Except for Sabbath appointments, this is the only opportunity for you to meet at the same time with everyone else at SMC. One chapel service per week is conducted in the church sanctuary.

Rights, Responsibilities, and Courtesies

The courteous individual gives high priority to the rights and interests of others. In the following areas, the practice of the Golden Rule is particularly significant:

ROOM COURTESY

1. Every student has the right to a degree of privacy in his own room.
2. Roommates will respect the rights of each other in regard to personal property, study, and worship opportunities.
3. A courteous student will not enter another student's room without his approval.
4. Students and other persons not residing in the residence halls are requested to extend to the occupants of these halls the same courtesies granted to the occupants of a private home.
5. Guests will be courteous in checking with the lobby desk host or hostess before proceeding to the residence areas of the respective halls for visiting or other purposes. They will leave the residence halls no later than 10:30 p.m.

ROOM CARE

Each student is expected to maintain his room in such order as to pass inspection each day. Southern Missionary College reserves the right for a designated member of the college or residence hall administrative staff to enter and inspect a student's room if it is felt necessary. Each student accepts this authorization when he rents a room in one of the residence halls. When he vacates it, the room should be left clean, with walls, woodwork, and furniture undamaged.

STUDY PERIOD

While work and other appointments may bring great variety to student programs, it is desirable that the evening hours be made as useful as possible for study purposes for those whose schedules permit. The facilities of the new library will more adequately meet the needs

of those students who desire a library setting for study purposes. In the meantime, residence hall students are requested to cooperate with the dean in maintaining during the evening hours a level of quiet that will permit study by those not needing to utilize the library. In this regard, the following observations are pertinent:

1. A student choosing to study in his own room must have this right respected and protected by others.
2. The use of radios or record players should be so limited during the evening hours as not to disturb those wishing to study.

ALL-NIGHT LIGHTS

It was in recognition of the great variety of students' schedules that all-night lights were approved at Southern Missionary College. It was recognized that a high level of maturity would need to be demonstrated by students if the all-night lights were not to be a disadvantage to student life.

Recognition of the fact that most students will wish to use the night hours for sleeping purposes demands a respect for their rights in this particular.

RADIOS, TV'S, AND RECORD-PLAYERS

No two people have the same tastes in matters of radio programs. It is essential, therefore, that no student have imposed upon him by a thoughtless roommate or neighbor a level of music or other programming which he finds distasteful. Hence the following regulations:

1. Radios and record players must be channels for a level of programming which would be generally acceptable to Seventh-day Adventist standards of Christian thought and musical appreciation.
2. The volume of radios and record players should be such as not to deprive others of the right not to listen.
3. The use of television sets in student rooms is not approved or permitted.

FIREARMS, FIREWORKS, AND FIRE HAZARDS

1. For the protection of life and property it has been ruled out of order to bring any form or type of firearms or air rifles to the SMC campus. Possession

or discharging of firearms or fireworks on the campus is an offense against county, city, and school regulations.

2. Candles, alcohol stoves, open-flame lamps, and fire hazards of any nature are not permitted in student rooms. The residence halls are not wired in such a way as to permit the use in student rooms of irons, hot plates, corn poppers, toasters, electric heaters, or any other electrical appliance; the use of such involves a real fire hazard.
3. Students are further reminded that fire extinguishers must not be tampered with, obviously because they must be ready at all times for immediate emergency use.

PROPERTY RIGHTS

Southern Missionary College will not knowingly accept as a student one who is unable to recognize the property rights of others.

1. Students must take care of their personal property so that it not invite theft. Money and other valuables should not be left in easy access of others.
2. Use of the "banking" facilities of the accounting office or the local bank is encouraged for the depositing and the withdrawing of money for personal student use.
3. Students are advised to avoid bringing to the campus items which are rare, much in demand, and of considerable monetary value.
4. Trunk rooms are kept locked and may be entered only in the company of a desk host or hostess during hours posted by the respective dormitory deans.
5. Items left in the trunk rooms should, if at all possible, be stored in trunks or cases which can be locked.
6. Southern Missionary College cannot accept responsibility for items or money stolen from a student's room or trunk room.
7. Southern Missionary College cannot take the responsibility for personal property lost or left behind when a student leaves campus.

COMMUNITY STUDENTS AND RESIDENTS

The college has a right to expect that community students and community residents will cooperate with

Southern Missionary College in maintaining the ideals and objectives of the SMC way of life.

This means that such students and residents will not make their homes or apartments available as means of violating standards that are upheld on the campus itself.

In support of such ideals, the following regulations apply:

1. Community students and residents are asked to respect the evening study hours and the limited activities of the Sabbath hours.
2. The chaperonage principle applies when couples are visiting in community homes.
3. Faculty, staff, and community members are encouraged to play host to SMC students in a manner to strengthen the ideals and objectives of the SMC way of life.

GIFT PARTIES

SMC wishes to protect its students from being victims of an undue number of invitations to participate in gift parties where an obligation might be felt to purchase gifts beyond the means of the student. The college does not make its facilities available for such occasions. As a protection to the student, the following suggestions are urged:

1. That various types of gift parties and showers be made simple and inexpensive occasions.
2. That they involve only a small group of intimate friends at times not conflicting with the school program and general campus appointments.
3. That students invited to such events pool their resources for one or two choice gifts instead of each purchasing an individual gift.
4. That it be recognized that a student who is receiving an excessive number of invitations to such parties, shall be perfectly within her (or his) right to decline some of the invitations when it appears that they will become impositions on the resources of time or means.

CHAPERONAGE

In general, chaperonage policies at SMC are based on the right to protect the character and good name of both

the student and the college. These policies are intended to assure parents that their sons and daughters may enjoy happy and wholesome relationships at SMC without social stigma or penalty.

Wherever mixed groups are involved for off-campus social functions, the following policies apply:

1. Plans for mixed groups to attend social functions will be submitted to the Dean of Women on the appropriate form provided.
2. The plans will be submitted far enough in advance to permit all arrangements to be completed.
3. Arrangements for such activities are made before the Sabbath.
4. It is the responsibility of the young men to make the necessary arrangements for chaperonage.
5. Chaperonage is not required for regularly-scheduled on-campus events.
6. Community residents are asked to recognize that regulations requiring chaperonage apply equally to community and residence hall students.
7. Courtesy requires a ready response to any suggestion of a chaperone concerning any matter pertaining to the interest of the group.
8. Courtesy requires that a chaperone be treated as a guest with expenses met.
9. A chaperone deals with emergency situations, irregularities, or accidents; he (or she) arranges for the group to return to the campus at the agreed hour.
10. In the event of accident or delay, a chaperone will notify the appropriate campus personnel of the circumstances.
11. In general, it is considered wise that there be one chaperone for every 15-20 students on such occasions as picnics, outings, and other social functions for larger groups.
12. A chaperone is defined as a parent, guardian, faculty member, or other person as approved by the Dean of Women.

WORK RESPONSIBILITIES

SMC prides itself on the wide opportunities available for student employment on its campus. Only the draft situation prevents many young men from working their entire way through college on an extended program.

It is of the essence of Christian education that students learn to fulfill responsibilities which they have voluntarily assumed. This includes prompt and faithful attention to work agreements.

To protect the rights of the college industry, of the work supervisor, and of other students who might wish to have different job opportunities, the student employee must recognize the following:

1. In case of sickness or unavoidable absence, contact must be made with the work superintendent with arrangements for a substitute and/or for make-up work if physically possible.
2. Work absences must be held to an absolute minimum and be allowed only when specific arrangements have been agreed upon in advance with the supervisor.
3. Supervisor permission is to be obtained before final and definite arrangements are made for trips involving work absences.
4. In case of illness, the student must report to the college health service for treatment so that proper records can be made of the illness.
5. Work opportunities must be regarded as a privilege, and it must be recognized that the college cannot permit rapid changes from one type of work to another. The industry concerned has a right to expect a student to remain through a college year except in rare circumstances.
6. Two weeks' notice is required if a student wishes to terminate his regularly-scheduled work program or transfer to another department. Such changes must be approved by the work superintendent and the Director of Student Finance.
7. Any student planning to work off-campus must first register his work program with and secure approval of the Director of Student Finance and of the Dean of Students.
8. The approach of examinations and end-of-term pressures cannot be accepted as valid reasons for failing to meet work appointments.

Disciplinary Policies and Procedures

"SMC and You" suggests a relationship between a college and an individual. You are that person. In order that your experience at SMC may be as nearly perfect as possible, you must willingly choose to uphold the high social, religious, and academic standards enunciated in this handbook and the college bulletin. Violations of regulations and policies as published and policies subsequently enacted and announced will result in disciplinary action in accordance with the following procedures:

1. If a disciplinary case involves only a minor infraction of school policy, the Dean of Students will confer with the student involved and will send an appropriate letter of counsel, advice, or probationary status.
2. If, in the opinion of the Dean of Students, a disciplinary case is serious enough to warrant the student's separation from the school, the Dean of Students will confer with the student, at which time the student will be advised as to the violation and informed of the following disciplinary procedural policies:
 - a. Notification of policy violation shall be communicated to student in writing, or orally, with written confirmation.
 - b. The date and time when the case shall be considered by the Student Affairs Committee shall be established and communicated to the student.
 - c. The student shall be informed of the range of penalties that may be imposed, such as "probation," "suspension," or "dismissal."
 - d. The student may exercise the privilege of requesting the presence of his faculty counselor or other adviser when his case is considered by the committee.
 - e. If, in the opinion of the Dean of Students, the violation is serious enough to warrant the student's immediate separation from the school, the Dean of Students, in consultation with available school administrative personnel, has the prerogative of ask-

ing the student to leave at once. The student will subsequently be informed in writing of the committee's disciplinary action.

- f. Fines and penalties ranging from \$5 to \$25 will be assessed students involved in conduct as follows:
 - 1) Possession or use of firearms and fireworks
 - 2) Use of candles and electrical and open-flame appliances in the residence hall rooms
 - 3) Tampering with electrical wiring
 - 4) Unauthorized presence on the roofs of any building
 - 5) Failure to register an automobile
 - g. Defacing, damaging, or altering college property will result in a fine of \$25 to \$100 in addition to the cost of restoring the property.
3. A complete record of citizenship decisions will be kept in the Office of Admissions and Records as well as in the Office of Student Affairs. Upon written request by the student, this information will be made available only to institutions requiring character information for admission or employment purposes.
4. A student's transcript from Southern Missionary College will contain only academic information and will have no notation of citizenship standing. A statement will appear on the transcript indicating that the transcript reflects only academic standing. If a transfer student presents a transcript from another school that reflects citizenship matters and requests the transcript to be incorporated into a transcript from Southern Missionary College, the new transcript will not bear the disciplinary notation of the transcript transferred to Southern Missionary College.

Information

A student at SMC needs certain information which may not be regulatory in nature, although it may be difficult to distinguish between the two categories at times. Such materials may also be available in the college bulletin or in departmental information sheets, but to make certain of their availability to *all* students, they are reproduced here.

CLASS ATTENDANCE

Attendance at class and laboratory appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.

1. *Absences:* Absences are counted from the first scheduled meeting of the class and are considered as either an excused or an unexcused absence. Excused absences are recognized as absences incurred because of illness, authorized school trips, or emergencies beyond the student's control.

To have an absence recorded as an excused absence the student must, upon returning to class, show the instructor an absence excuse blank signed by the proper authority as listed below.

- a. *Illness:* Residence hall students are excused by the Health Service. Non-residence hall students are excused by the college or family physician or Dean of Students.
- b. *Authorized school trips:* The sponsor of the group should send a list of those who attended any such trip to the Academic Dean the day following the trip. He will make this list available to all the teachers within 24 hours. If a certain person's name is not on the list, the instructor may record the absence as unexcused.
- c. All other excusable absences should be cleared through the Academic Dean's office.

If the number of unexcused absences in any class exceeds the number hours credit in the class, it will be sufficient cause upon the recommendation of the instructor (with the approval of the Academic Dean)

for dismissal from the class. A grade of W or WF will be recorded. An instructor may consider four tardinesses as one absence.

2. *Make-up work:* A student may expect to make up classwork only if the absence is excused. All make-up work involving examinations and other class assignments must be completed within one week after the student's return to class unless an extension of time is arranged with the instructor. A teacher may have the option, if it is agreeable with the individual student, to give an average grade on a make-up quiz or use it as one of the quizzes to be thrown out if that practice is followed. However, if the student prefers, the instructor shall be obliged to give him a make-up quiz.

RECREATION

A significant facet of campus life involves physical recreation and development. Traditionally, Southern Missionary College has stressed its work program as a means of providing physical recreation for students. As the school has grown in enrollment and as the nature of agricultural pursuits has been modified by mechanization, there has been increased need for physical recreation of a more formal nature involving playing-fields, the swimming pool, and the gymnasium.

In an effort to give every student equal access to the recreational facilities of the college, the following regulations apply:

1. All organized play is under the general supervision of the physical education department, assisted by the student and faculty committees on Health and Recreation.
2. Students and staff members of Southern Missionary College are eligible to use the recreational facilities of the field and gymnasium.
3. Facilities may be used daily until 6:45 p.m. All activities will cease from two hours before sunset on Friday until Sunday morning with the exception of school-planned Saturday evening functions.
4. Students enrolled in physical education classes, as posted, have priority use of facilities.
5. Student groups desiring use of facilities must secure permission from the director of physical education at least 24 hours in advance of expected use.

6. Only authorized and planned activities will be scheduled during the study period hours.
7. Soft rubber-soled shoes are to be used exclusively in the gymnasium or on surfaced courts to prevent accidents and to protect playing surfaces.
8. Individuals checking out play equipment remain personally responsible for its care and return.
9. Sidewalks to and from the courts and gymnasium are to be used to avoid tracking of dirt onto surfaced play areas.
10. Women may wear full-skirted street wear, modest slacks, or approved gym wear with appropriate blouse. If gym wear is worn, a wrap-around skirt or coat is to be worn to and from the courts or gymnasium.
11. Men may wear regular slacks or the college-approved gym wear with appropriate shirt. Regulation gym shorts may be worn only on the recreational area and are not to be worn around the campus.
12. See your respective residence hall dean or the director of physical education for full particulars. College-approved gym wear is available at the Southern Mercantile.
13. All participants are expected to conduct themselves in harmony with college standards. Rules of propriety and sportsmanship are to be observed at all times.
14. Willful misuse of equipment and facilities will result in appropriate discipline. Damage sustained will call for compensation for replacement or repair, whichever is necessary.

YOUR ACTIVITIES

The opportunities for student participation in extra-curricular activities are unusually rich and varied at Southern Missionary College. The college fosters activities which stimulate student participation as a means of developing leadership and experience in group cooperation and achievement. On the principle that students should learn by doing, these activities prepare the student to render a definite and effective service to God and society.

1. The Student Association is the over-all organization by which every student may participate in the extra-curricular activities of the college.

- a. The officers of the Student Association and the members of the Student Senate, which serves as the governing body of the Association, are elected annually by popular vote of the members of the Association, or of one of its constituencies.
 - b. Much of the work done in the over-all student organization is done by the standing student committees appointed by the Student Senate. These formulate recommendations, either to faculty committees, to the Student Association, and/or to the Student Senate. The administrative officers of the Student Senate meet periodically with the President, the Academic Dean, the Dean of Students, and the Manager of the college.
 - c. The Student Senate sessions are generally open to any student; the visiting student may take part in the discussions. In all-college forums in the chapel, by referendum among all students, and by discussions in committees, forums, and classes, student opinion is informed and may formulate recommendations. To a large degree, specific areas of student life and activity are under the full administration of the Student Senate or its committees.
 - d. Among the delegated functions and activities of the Student Association and its committees are formulation of policies governing student office holding; chartering of non-professional clubs; planning for and administering the annual College Days; publication of the four student periodicals: the annual *Southern Memories*, the periodical *Southern Accent*, the semi-weekly *Campus Accent*, and the yearly Student-Faculty Directory; participation in the formulation of policies in joint meetings with a number of faculty committees; and fund-raising campaigns for improvements.
 - e. The constitution of the Student Association of Southern Missionary College sets forth the duties and procedures of the Student Association and its component elements, forums, councils, and committees under its jurisdiction.
2. The campus organizations are so varied that the special interest of every student is almost certain to be

served. These include the musical organizations, the professional clubs, the forums, and the church-related groups.

3. The Missionary Volunteer Society of the local church is the largest student religious organization, operating a number of bands and other units serving special religious interests.
4. Every student is encouraged to participate in these organizations to the extent that his work and study program will allow. As a means of protection against an excessive load, the student's office holding is regulated by the Dean of Students and the Student Association.
 - a. To accept an office, the two top-ranking officers of campus clubs, church and class organizations must have a cumulative grade point average of 2.50. All other officers must have a cumulative average of 2.25.
 - b. All Student Association officers must have a cumulative G.P.A. of 2.50.
 - c. Freshman G.P.A. will be calculated on Carnegie units.
 - d. To continue in office, the student must maintain the above cumulative requirements and a current G.P.A. of not less than 2.25.
 - e. Prior to the actual elections, all students considered for offices must have their names cleared by the Office of Student Affairs.
 - f. An office holder who is placed on academic or social probation must submit his resignation.

WHAT TO BRING

1. Each residence hall room is furnished with beds, desks, drapes, chairs, closets, and storage space needed for college living.
2. You will need to furnish the spreads, rugs, lamps, linens, pillows, blankets, towels, wastebaskets, pictures, etc., to complete the furnishings and add to the attractiveness of the room.
3. You may wish to wait until you arrive on campus to make major purchases with your roommate to be assured of furnishings that blend well.

SERVICES

1. *Post Office* — Collegedale has a post office which serves the college and community. Besides the usual handling of mail, it is authorized to issue money orders and postal notes. Mail is picked up from and delivered to each of the residence halls daily.

Your mail should be addressed to Talge Hall for men and Thatcher Hall for women. The zip code is 37315.

2. *Student Bank* — The Student Bank for safe keeping of students' funds is in the cashier's office, administration building.
3. *Lost and Found* — The lost and found department is in the service department located at the rear of Lynn Wood Hall.
4. *Cafeteria* — The cafeteria is one of the most congenial places on the campus. There students meet and exchange ideas, news, and pleasantries.

Proper nourishment is vital to physical and mental health. Balanced vegetarian meals are served in the college cafeteria, and it is usually a good practice for you to eat three meals a day.

May we remind you that the dining hall is more than just a filling station. Each person at the table should contribute to the conversation at meals. It is a demonstration of good breeding to dress appropriately in the dining hall and to help maintain a cultural atmosphere.

5. *College Plaza* — The College Plaza is a convenient shopping center for general merchandise, school supplies, books, etc. It also houses the Campus Kitchen where you may obtain a snack in case you miss a meal. Other facilities, such as a barber shop and beauty shop, are available.

6. *Laundry*

- a. To safeguard your laundry, pickup and delivery should be made by you as the owner. The college will assume no responsibility for losses sustained because of negligence on the part of the student.
- b. Each article should be marked with a name tape which may be purchased at the laundry. The laundry assumes no responsibility for clothing which is not marked with name tapes. If the student prefers to furnish the tags, the laundry will sew them on at the student's expense.

- c. A laundry slip should accompany each bundle. The laundry also handles dry cleaning and pressing.
- 7. Telephone booths are installed in both residence halls and in the College Plaza. These phones are available to students. Other office, business, and residence phones are private installations. Long distance calls may be made by paying cash or by reversing the charges.
- 8. *Health Service* — The Health Service is administered by the Director of Health Service in cooperation with the College Physician. Regular office hours are maintained by the Service Director. In order to provide maximum health service benefits to students, the following statements apply:
 - a. Instruction concerning reporting illness is given to each student.
 - b. Before any class is missed due to illness, the Health Service must be notified.
 - c. The College Physician is on call in the Health Service daily, Monday through Friday, beginning at 7:45 a.m. Priority is given to bed patients who make previous appointment.
 - d. An insurance brochure concerning information about insurance coverage and details about how and when to file a claim are given to each student at registration.

For Reference

Not to be taken

from this library

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